

**TOWN OF WEBSTER, NH
PROCEDURES FOR
SUBDIVISION, LOT LINE ADJUSTMENT
AND SITE PLAN REVIEW**

Selectmen's Office Hours: Monday, Wednesday and Friday 9:00 A.M. - 12:00 noon, 1:00 P.M. to 4:00 P.M.

1. Applicant may schedule a preliminary conceptual consultation and/or a design review meeting by the Planning Board, prior to submitting the application.
2. An application and checklist must be filed with the Board on or before the filing deadline. Applications must be in hand on due date no later than 3:00 P.M. Applications are received through the Selectmen's Office. Please allow sufficient time to research abutters list; office closes at 4:00 P.M.
3. If owner is represented by a designated agent, a letter of authorization is required at the time of application.
4. For Subdivision, Lot Line Adjustment and Major Site Plan Review -- three copies of the preliminary layout of the proposed subdivision, lot line adjustment or site plan prepared by a Licensed Surveyor must be submitted with application. See Subdivision and Lot Line Adjustment Regulations and Site Plan Review regulations and checklists for full proposal requirements.
5. For Minor Site Plan Review – three copies of a hand drawn map, drawn to scale, must be submitted with application. See Site Plan Review Regulations and Checklist for full proposal requirements.
6. For a Subdivision or Lot Line Adjustment, two Mylars of the final approved plat will be needed for filing with the Merrimack Valley Registry.
7. Applicant should obtain all necessary Local and State approvals. These approvals may include, but are not limited to, the New Hampshire Department of Environmental Services; the NH DOT and the Town of Webster Driveway Permit. See Section 7.5 of the Subdivision Regulations.
8. A list of the names, addresses, and lot numbers of the applicant(s), owner(s) and all abutters as indicated in Town records not more than 5 days before the day of filing, shall be included with the application for Subdivision, Lot Line Adjustment and Site Plan Review. See attached form to use for abutter list.
- 9. Please include two sets of mailing labels to the abutters with the abutter list.**
10. Copies of the Town Zoning Ordinance, Subdivision and Site Plan Review Regulations may be obtained from the Selectmen's Office and from the Town website. It is your

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responsibility to adhere to all provisions of the applicable regulations. A summary of the requirements is included with the checklist.

11. Initial costs of acceptance of formal application are due and payable by check to the Town of Webster at time of filing.

Subdivision and Lot Line Adjustment costs include:

- \$250.00 application fee;
- \$50.00 for each new lot created;
- \$10.00 for each abutter, owner or applicant;
- \$30.00 for recording each 22 x 34 Mylar at Merrimack County Registry of Deeds;
- Any additional costs incurred by the Board will be paid by the applicant upon billing.
- Note: \$25.00 surcharge fee for each discharge of mortgage, deed, mortgage and plan recorded at the Registry. Please make that check payable to Merrimack County Registry of Deeds.

Site Plan Review costs include:

- \$250.00 application fee;
- \$10.00 for each abutter, owner or applicant;
- Any additional costs incurred by the Board will be paid by the applicant upon billing.

INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR BOARD ACTION.

2/20/2020